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14 DEC 1970

MEMORANDUM FOR: Director, SIPS Task Force

SUBJECT : Comments on POLAND Design Requirements Statement

1. Upon a thorough review of the material included in the Design Requirements Statement for this project, the following comments are submitted.

a. Paragraph C-1 (page 6) and B (page 10). A new Language Control Form inputs the language requirements into the computer system. For procedural and timing reasons, it is suggested that the Language Control Forms be prepared by PMCD rather than by the component.

b. On page 13 it is indicated that the master file will be brought up-to-date on a daily cycle. This does not appear practicable unless the Language Control Forms are processed by optical character recognition typewriters.


c. On page 15 it is proposed that the Language Control Forms be retained in PMCD for four years and then sent to the Archives depository. At the present time, Staffing Complement Change Authorizations (Form 261's) are retained in PMCD for two years. Retention of the Language Control Forms for the same period seems more reasonable.

d. The POLAND Design Requirements indicate that the Language Control Register (LCR) will be continued with no modifications. Since the Position Control Register (PCR) reflects only the language requirements and not the language capabilities of the incumbents, it does not appear that full utilization of the information available is being achieved. Possibly some revisions in reporting of information should be considered in order to make sure that the best results are obtained.

e. Further discussion of these problems between the SIPS Staff and members of PMCD and the Control Division is desirable.

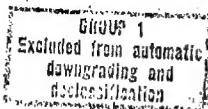
2. The design requirements statement is approved subject to these proposed comments and recommendations.

Att


Deputy Director of Personnel
for
Plans and Control

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SECRET



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Comments on POLAND Design Requirements Statement

FROM:

DD/Pers/P&C
512 Magazine Building

EXTENSION

3383

NO.

DATE 14 DEC 1970
11 December 1970

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director SIPS Task Force
GA3910 Headquarters

WFF

2.

12/16/70

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CB

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me

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